**Name: Date:**

**Title of Task: Formatting Text**

Description of Task: **Students create a presentation. Make formatting changes, such as selecting text and changing the colour, size and font. Insert and manipulate appropriate pictures for use with the text.**

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| **CRITERIA** | **WOW!!** | **★★★** | **★★** | **★** |
| **Student Attitude displayed in ICT** | \* Excellent attitude to ICT in all lessons  \* Listens and acts upon all teacher instructions. | \* Very good attitude to ICT in most lessons  \* Listens and acts upon instructions. | \* Positive attitude shown in most lessons  \* Listens and acts upon most instructions. | \* Sometimes shows a positive attitude during lessons  \* Listens to some instructions and acts upon them when reminded. |
| **Logging in to the Network** | Independently logs on and off the Network and assists others. | Able to log in but occasionally needs to refer to written reminder about user name and password. | Needs some assistance to start, log on and log off the computer. | Needs teacher instruction to log in and log off a computer. |
| **File Management** | Independently and routinely creates, saves and names documents in personal folder on the network. | Opens personal folder on the Network and creates and names new documents. | With assistance, is able to create new documents and name them. | Needs step-by-step instructions to navigate to personal folder. |
| **Creating** | Independently:   * uses a mix of text and pictures * inserts an image to improve the appearance * creates a document for a particular audience. | Independently identifies where improvements need to be made e.g. underline and centre headings and make appropriate changes. | With assistance:   * underlines the text * centres the text * makes the text **BOLD** * changes the text to italics. | With step-by-step instruction:   * clicks and drags the mouse to highlight text. * changes the font. * changes the colour of the text. |
| **Pictures and Images** | Independently inserts and resizes images that are relevant to the task and the text. | Inserts and resizes pictures that have a purpose and are relevant to the text. | With assistance, inserts and resizes an image. | With step-by-step instruction, inserts an image. |